

RULES AND REGULATIONS

FOR

THE LIBRARY

OF THE

SOCIETY OF WRITERS TO THE SIGNET:

ENACTED BY,

AND ORDERED TO BE PRINTED FOR THE USE OF THE SOCIETY.



EDINBURGH: M.DCCC.XXXVII.

ADVERTISEMENT.

THE annexed RULES and REGULATIONS were mostly framed some years ago, when they received the sanction of the Society, at a General Meeting called for the purpose of considering them; and having, with some additions, been afterwards Ordered to be Methodized and Printed for the use of the Society, the Curators, in compliance with that Order, now present them to their Brethren.

SIGNET LIBRARY, November 1837.

CONTENTS.

CHAP. I.—GOVERNMENT AND ADMINISTRATION.

I. CURATORS.

Sect. I.—Curators and Librarians,	5
2.—Of the Powers and Duties of the Curators,	ib.
3.—Of the Meetings and Proceedings of the Curators,	6

II. LIBRARIANS.

1.—Of the Principal Librarian,	7
2.—Sub-Librarians,	8

CHAP. II.—OF THE USE OF THE APARTMENTS AND BOOKS.

Sect. I.—Of the Use of the Apartments,	10
II.—Of the Use of the Books,	11
1.—Of the Books generally,	ib.
2.—Of the New Publications,	12
3.—Of Borrowing Books,	ib.
Conclusion,	15

ADVERTISEMENT.

THE CATALOGUE contained in this Volume is drawn up in the order of the Alphabet, and consists, in fact, of four separate Catalogues, or Parts, each forming a distinct Alphabet. These partial Catalogues were compiled and printed, for the convenience of the Society, at successive periods; and, whilst each presents a view of the progress of the Library during the period to which it relates, the whole indicate the sum of its contents, in that state of advancement which it had attained at the close of the year 1833, when the last Part was printed. The First comprises a list of its acquisitions from its commencement to the year 1805; the Second those added between that period and the year 1820—a period of great and valuable augmentation; the Third, the additions between the above year and 1826—another period of rapid advancement; and the Fourth, those between the last mentioned year and 1833, when, as above stated, the Printed Catalogue closes.

As these four Parts compose a volume of considerable magnitude, and as it was not likely that they would be incorporated, either in an Alphabetical or Classed form, for a long time to come, it seemed

advisable, as much as possible, to remedy the inconveniences arising from the necessity of consulting separate Alphabets, by means of an Index of Subjects applicable to the whole. This Sequel, which will be found, in some measure, to supply the great *desideratum* of a Classed Catalogue, was accordingly announced in 1833, when the last of the four Parts was printed ; and it was hoped that its execution would be completed in a short time thereafter ; but unforeseen difficulties conspired to protract its completion till the present day. It has been wholly executed by Mr. THOMAS SHIELLS, one of the Assistant Librarians ; and, as it is calculated to be of eminent advantage, and exhibits the fruits of much skill, care, and labour, its merits and uses will, no doubt, be generally and duly felt and appreciated. Different opinions may, reasonably enough, be formed as to the proper construction and arrangement of such a compilation ; but no doubt can possibly exist as to the utility of the present specimen ; and it is believed, that no other British Library can as yet boast of possessing an Index, equally ample and elaborate, to its literary treasures. As its nature and plan will be far more readily and clearly perceived by even a slight inspection, than by any detailed explanation, it is not thought necessary to enlarge upon it in this place. Some omissions have been supplied in a short *Addendum* ; and any other defects and imperfections that may be discovered, will be readily excused by those who are aware of the difficulties attending such complicated undertakings.

The RULES and REGULATIONS applicable to the government and management of the Library, were mostly framed a few years ago,

when they received the sanction of the Society, at a General Meeting held for the purpose of considering them; and, with some additions, were afterwards ordered to be Methodised and Printed for the use of the Society. The execution of this Order was deferred till the Index should be completed, with the view of enabling those possessing the Catalogues, Index, and Laws, to bind them up in one Volume,—it being very desirable to preserve the whole in a connected form, and, particularly, to have the Laws in a state calculated to bring them easily and habitually under the eyes of those whose use of the Library they were intended to regulate.

The completion of this Volume may be regarded as marking the final close of the late Librarian's management, and (making allowance for the Books added between 1833 and that occurrence,) as shewing the state and government of the Library when he left it; for though his resignation took place at Whitsunday last, it continued to be his wish to see the Volume completed, before finally relinquishing all official connection with the Society.

SIGNET LIBRARY, November 1837.

CHAP. I.

GOVERNMENT AND ADMINISTRATION.

SECT. I.—CURATORS AND LIBRARIANS.

I. CURATORS.

i.—Of the Office and Choice of Curators.

1. THE Government of the Library shall be vested in a Committee of Curators acting with the powers, and in execution of the duties prescribed by the Society.

2. The Curators shall consist of not less than Nine and not more than Twelve Members of the Society, of which number the Deputy-Keeper and Treasurer, and the Principal Librarian, when a Member, shall be Curators *ex officio*; and the above number of Curators shall be exclusive of any Members whom the Society may please to appoint to that office for life.

3. Three of the Ordinary Curators shall retire from office annually, at the first General Meeting of the Society held in the month of November, when other three Members shall be elected in their place.

ii.—Of the Powers and Duties of the Curators.

1. The Curators shall exercise a general superintendence and direction of the Library, and of its Officers; and they shall, in particular, advise with and direct the Principal Librarian in regard to the purchasing of Books, and in regard to any points or occurrences, not provided for by specific Regulation, which he may think it necessary to submit to their consideration.

2. The Curators shall have the power, and it shall be their duty to see that the Rules and Regulations of the Society, concerning the Library, and the use of its Apartments, are duly executed and enforced ; and it shall be incumbent upon them to consider and dispose of all complaints that may be laid before them, either regarding the Library or its Officers.

3. The Curators shall have the power of making such new, additional, and explanatory Rules and Regulations respecting the Library and its management, as may appear to them to be necessary, or called for, by defects, imperfections, or obscurities in the existing Code ; and such Rules shall continue in force, and have effect given to them, till set aside, or altered, at a General Meeting of the Society.

III.—Of the Meetings and Proceedings of the Curators.

1. The Curators shall hold a stated Meeting on the first Monday of every Month, which Meeting shall be called by Billets issued for that purpose, by order of the Deputy-Keeper, a day at least previous to the Meeting.

2. It shall be competent for any Member of the Society, and for the Principal Librarian, to require the Deputy-Keeper to call a Meeting of the Curators, independently of the stated Meetings, for the consideration of any matter that may appear to require an immediate or speedy determination.

3. The Deputy-Keeper, when present, failing him the Treasurer, and failing both, any other Curator named by the rest, shall act as Chairman at all Meetings of the Curators.

4. The Principal Librarian shall, at each of the stated Meetings, submit for examination a list of all books purchased for the Library since the preceding stated Meeting, and give any information regarding the state and progress of the Library that may be required ; and he shall also lay before the Meeting the *Album* or Book of Suggestions kept in the Library, in order that they may consider and dispose of any suggestions therein entered.

5. The various Indexes ordered to be kept by the Sub-Librarians, viz. the Indexes of Books Borrowed, and of Borrowers, and the Lists of Applications for Books, and generally all Indexes and Lists appointed to be made up by the Sub-Librarians, shall be produced at the stated Meetings, in order that the Curators may have inspection of them, and see that they are regularly kept.

6. The Curators shall keep a regular Minute or Sederunt-Book of their proceedings, and the Clerk of the Society shall attend their Meetings, in order to make a regular record of their proceedings in said Minute or Sederunt-Book ; and the Minutes of each Meeting shall be signed by the Chairman.

7. It shall be the duty of the Curators to frame and present to the Society, such Reports as may from time to time be called for, either for the purpose of giving information, or making proposals as to matters requiring the consideration of the Society at large.

II. LIBRARIANS.

1.—*Of the Principal Librarian.*

1. It shall be the duty of the Principal Librarian to attend to the selection and purchase of Books, not merely the publications of the day, but all such works in the various Departments of Science and Literature, as may appear to be proper for the formation of an extensive General Library.

2. It shall be his duty to give information to all Members who may choose to ask it, in regard to the Books and means of Study afforded by the Library, throughout its different Departments ; and in regard to the defects or completeness of these Departments, whether absolutely or relatively considered.

3. He shall give daily attendance at the Library during such hours as may be fixed by the Society, superintending the whole Business of the Establishment, and performing the other duties of his office.

4. He shall himself keep a Catalogue, or Catalogues, in such form as may be most advisable, of all Books added to the Library, inserting them regularly therein, and which shall be placed on the Library Table for the inspection and use of the Members.

5. He shall superintend the placing of the Books in their Presses and Compartments, as soon as they shall have been Bound and Catalogued, and give the Sub-Librarians all necessary information and directions for that purpose.

6. He shall carefully and minutely direct the Binding of the Books, in such way and manner as shall appear proper and suitable ; and shall regularly inspect them when bound, in order to see that his orders are duly attended to.

7. He shall examine and check all Accounts connected with the Library, whether those of Booksellers, Binders, or others, previous to their being laid before the Curators for the regular half-yearly payment of the same.

8. He shall make Memorandums of the business to be considered by the Curators at their Meetings, when any thing particularly requiring their attention shall occur.

9. He shall direct and superintend all removals of Books, when removals become necessary or advisable, with a view either to convenience or fitness of arrangement.

— *11.—Sub-Librarians.*

1. There shall be Three Assistant Librarians, who shall act under the direction of the Principal Librarian, and give attendance in the different apartments, during the hours named by the Society for keeping the Library open.

2. They shall give out the Books applied for by the Members, and take Receipts for the same ; observing that the various Rules and Regulations in regard to Borrowing are in no respect transgressed.

3. They shall receive back all Books returned, and cancel the receipts given for the same at borrowing.

4. They shall frame the Indexes, Lists, &c. required in the daily administration of the Library ; particularly an Index of *Borrowers*, in order to ascertain what Books belonging to the Library any Member has in his possession ; an Index of *Books Borrowed*, in order to see immediately in whose possession any borrowed Book is, when applied for ; a List of all the *New Publications* laid upon the Library Tables for perusal ; and a List of *Applications*, containing the names of those Members who may wish to procure, when returned, any Book that has been lent, or any Book upon the Library Tables, when it becomes lendable.

5. They shall arrange the Acts of Parliament, Session Papers, Parliamentary Papers, and Appeal Cases, for the use of the Members, and frame Indexes to the Session Papers and Appeal Cases when bound up in Volumes.

6. They shall keep a Check-Book or Book of Purchases, in which all the Books purchased from the different Booksellers shall be entered under their respective names, as soon as they are sent to the Library, so as to be able to compare the Bookseller's accounts therewith when rendered for payment.

7. They shall regularly issue all the prescribed Notices as to borrowing and returning Books, and as to the Forfeitures incurred by contravention of the Regulations.

CHAP. II.

OF THE USE OF THE APARTMENTS AND BOOKS.

SECT. I.—OF THE USE OF THE APARTMENTS.

1. The Library shall remain open from the usual hours of opening in time of Session and Vacation, *viz.* from *Nine* in Session and *Eleven* in Vacation time, till *Four o'clock*, except on Saturday, when it shall be shut at *Two*.
2. No stranger, unless in the company of, or introduced by a Member personally, or by Note to the Librarian, shall either be allowed to frequent the Library, or to peruse there, from day to day, any Books belonging to it.
3. It shall be competent to any Member, by such introduction, to bestow that privilege, subject however, in every instance, to the controul of the Curators as to endurance, and as to the number of persons to whom it may at any one time be communicated by the same Member; and it is to be understood generally, that no *prolonged* use of the Library shall be granted to any but Foreigners, temporary visitors of this city, and men of Science and Letters; but that Members may grant access by introduction, as above, to any person, for the purpose of consulting a *particular* Book or Books.
4. Clerks and Apprentices of Members of the Society shall only, as such, be allowed to have access to the Library, when in immediate attendance upon their Employers or Masters.
5. Meetings on business with persons not Members, shall not be allowed to be held in either of the two Large Apartments; but such Meetings, if consisting of only a small number of persons, may, for the convenience of Members, take place in the lower Apartments in which Tables and other suitable conveniences shall be placed for that purpose.

SECT. II.—OF THE USE OF THE BOOKS.

1.—*Of the Books Generally.*

1. Every Member shall have free access, for the purpose of examination or perusal there, to all the Books, of whatever class or description, in the Library ; but no Member shall be allowed to interfere with the Books in their places, it being, in every case, necessary to apply to the Librarians for any Book or Books wanted ; and every Book so obtained must be returned into the hands of the Librarians.
2. In the examination of splendid or expensive Books, particularly Books of Plates, care must be taken not to soil, or otherwise injure them ; and Members shewing such Books to strangers, shall be responsible for the observance of this rule.
3. The Session Papers, Acts of Parliament, Appeal Cases, and Parliamentary Papers, shall be kept in readiness for the examination and perusal of the Members, but shall not in any case be lent or carried out of the Library, except for the purpose, and on the condition specified in next Article ; and as the volumes of Session Papers are frequently rendered imperfect and incomplete by the carrying away of particular papers, it is to be understood that no access to them shall be allowed until they are bound up in volumes, an operation which shall take place as soon as the publication of the Reports will admit of it.
4. As Professional Books, not allowed to be borrowed in the ordinary form, are frequently carried into the Court by Members, or others pretending to be sent by Members, for the purpose of reference in pleadings, and such Books are sometimes left there, and sometimes disappear altogether, it is to be understood that none but Members, or those bringing written orders from Members, shall be entitled to such use of those Books ; and that they shall, immediately after the close of the pleading in which they are used, be returned into the hands of the Librarians, otherwise a new copy of the Book so procured shall be forthwith purchased at

the expense of the Member, by whom, or upon whose order, it was obtained ; and such Members shall be debarred from borrowing Books till the same is paid.

5. Those Books distinguished in the Copies of the Catalogues used in the Library, by having an *Asterisk* affixed to them, shall not be lent out except upon special application made, and leave obtained from the Curators.

6. If any Member shall, without consent of the Librarian, carry off any Book belonging to the Library, he shall, on conviction, for ever forfeit all right to any farther use of the Books.

II.—*Of the New Publications.*

1. All new and recent Publications that shall be purchased for the Library, shall be immediately placed upon the Tables set apart for such Publications, and shall remain there for general perusal, for the space of a month complete :—on the expiration of which period, but not sooner, they may be borrowed, if not within the class of Books prohibited to be borrowed.

2. In order to ascertain the expiration of the above-mentioned period, the date when such Book is so placed shall be marked upon it, and noted in the List or Catalogue, entitled, *List of Books upon the Table.*

3. Magazines, Reviews, and other similar Works, if published *monthly*, shall remain on the Table for general perusal until replaced by the succeeding number of each. If published at more distant intervals, they may be borrowed, as in the case of other new Publications, after remaining on the Table for a month.

III.—*Of Borrowing Books.*

1. No Member shall be entitled or be allowed to borrow, or to have in his possession at one time, unless by special permission obtained in the form mentioned

under Article *Third* of this head, above *four* different Books, two only of which shall be new or recent Publications ; and this description shall apply to all Books borrowed within a year from the date of placing them upon the Table.

2. In reckoning the number of Books allowed to be borrowed or retained at one time, each *Volume* or *Number* of a periodical Publication, and each *separate* Work or Treatise, as well in uniform Editions of the writings of individual Authors, as in General Collections by various hands, shall be held as a separate Book.

3. Notwithstanding the above limitation, it shall be competent for any Member having occasion to consult a variety of Books, with reference to some special purpose, to apply for a larger number, not exceeding at one time eight Books ; and it shall be competent for any two of the Curators, amongst with one or other of the Curators, *ex officio*, to grant permission to any Member to obtain that enlarged number ; but it shall in no case be competent to allow any Member to procure an enlarged number of new or recent publications ; or for any Member to obtain an extension of the time for the use of Books, otherwise than in compliance with the provisions of the two following articles.

4. New or recent publications, and separate numbers of periodical works, may be recalled after the expiration of a fortnight complete from the date of the receipt ; but the receipt for any such publication may be *renewed* for another fortnight, provided no other Member shall have applied for the publication therein specified, before the expiration of the *first* fortnight, in which case, it must be then returned ; and the borrower shall ascertain, by inquiry at the Library, whether it is allowable for him to retain such publication, for the prolonged period, upon a renewed receipt.

5. Books not ranking under the above description, may be recalled after a month complete from the date of the receipt, and if the Book called for is not returned within four days from the intimation of recall, the Member retaining the Book shall forfeit all right to borrow Books for one month.

6. Every Book shall be fairly returned to the Library before any new receipt for it can be taken.

7. A Book of Applications for Books out upon receipt shall be kept by the Sub-Librarians, and such Books, when returned, shall be given to the first applicant there noted, failing him to the next, and so forth ; but no Book shall be kept for any applicant beyond two days from that on which intimation of its return shall be made. And no Member shall be allowed to put down his name for more than four Books at one time.

8. In the event of any Member refusing or failing to return such Books as he may have borrowed within the periods respectively above specified, it shall not be lawful to lend such Member any other Book, until after the expiration of one month from the time he shall make the prescribed return ; and it shall be competent for the Curators, on previous notice of such intention being given, to replace any Book or Books that shall be lost or retained contrary to the foregoing regulations, at the expense of the Member, by whom, or under whose order receipt was granted ; and to recover payment from such Member, to whom it shall not be lawful to lend any Book till payment shall have been made.

9. No Member shall be allowed to borrow any Book otherwise than by the ordinary form of receipt, signed by himself, or by a written order authorising a person therein named and designed to borrow and grant receipt for any Book or Books *named or specified in the order* ; and such orders shall remain in force, till the whole Books therein specified shall have been borrowed, provided the number shall not exceed eight Books.

10. Orders of the description mentioned in the preceding article, when granted by a Member not having his usual place of residence in Edinburgh, must bear a declaration that the Books are wanted for himself or some member of his family.

11. Books when mutilated or otherwise materially injured, as well as when lost or not returned conformably to the Regulations, shall be replaced, on the

fact being established to the satisfaction of the Curators, at the expense of the borrower ; and in the event of the Curators being obliged to order a Book to be replaced on such account, the same prohibition (Art. 8.) as to the further lending of Books shall apply as in the case of Books lost or not duly returned.

CONCLUSION.

Each Member shall be furnished with a printed copy of the Rules and Regulations, that he may have the same beside him in a state ready for consultation ; and a copy shall always be kept for reference in the Library ; in which copy all such New and Additional Rules and Regulations, as the Curators may from time to time enact, shall be immediately entered, in order that the Members may be thus advertised of their existence, and enabled to bring them under consideration of the Society, if disapproved of, or found inadequate or unsuitable.

169 08,627-
Digitized by Google